



Tony Evers, Governor
Dawn B. Crim, Secretary

February 28 2019

Rene T Lazcano
Village of Caledonia
5043 Chester Lane
Racine WI 53402

Re: Application for Delegated Municipality Authority

Dear Rene,

I am pleased to inform you that your municipality has been delegated commercial building code enforcement authority per your request. I also authorize your municipality per s. 101.12(3)(g), Wis Stats., to do plan review and inspections of all size buildings in lieu of our department.

An exception to this inspection authority delegation is that our agency retains jurisdiction for plan review and inspection for all state-owned buildings, as well as projects for which the owner chooses to submit plans to our agency.

As condition of the delegation, you are required to comply with the following:

- Forward to the department any revisions to the ordinance adopting this code.
- Submit to the department the fees specified in s SPS 302.31 (1)(h)
- Apply the corresponding requirements in s SPS 361.60 (5)(d) to (h) and (6)
- Notify the department, in writing, immediately of any personnel changes to plan review or inspection staff.
- Notify the department, in writing, at least 30 days prior to the date upon which the appointed agent intends to relinquish the responsibilities assumed under this section.

We will periodically monitor municipalities and request activity reports to ensure that our delegated responsibilities are being properly fulfilled by the municipality. We do require that delegated municipal code officials hold the Wisconsin Commercial Building Inspector certification and attend agency-approved continuing education to maintain their certification.

In accordance with 2017 Wisconsin Act 198 the department will be implementing a five-year electronic renewal process, please continue to monitor department correspondence as further details regarding this process are communicated.

I understand that **Dan Hatch (920)-461-8873** will be the primary code official responsible for enforcement and has the proper certification to do so.

Please contact Branden Piper at (608) 267-9420 or branden.piper@wisconsin.gov with changes in your contact information.

For your convenience I have attached a link to our delegated agent welcome packet below, This packet contains links to our administrative code, plan review application, submission and inspection checklists, sample letters, petition for variance application and a wealth of FAQs that you may find helpful in your new role.
<https://dsps.wi.gov/Documents/Programs/CommercialBuildings/WelcomePacket2018.pdf>

Our building inspection deputy for your area, **John Gibbs (414) 852-3694**, will be contacting your code official in the near future to discuss transitional and coordination issues.

The Division of Industry Services looks forward to working with you.

Sincerely,



Branden Piper
Bureau Director



Tony Evers, Governor
Dawn Crim, Secretary

March 9, 2021

Jeff Henningfeld, Interim Fire Chief
Village of Caledonia
6900 Nicholson Road
Caledonia, WI 53108
bcjhenningfeld@caledonia-wi.gov

VIA EMAIL

Re: Village of Caledonia Jurisdiction Request for Fire Suppression and Fire Alarm Plan Review

Dear Jeff Henningfeld,

I am pleased to inform you that your municipality has been delegated fire suppression and fire alarm code enforcement authority per your request. Per Wis. Stat. § 101.12(3g), I delegate your municipality the primary responsibility to do plan review of all size buildings for fire suppression and fire alarm projects in lieu of the Wisconsin Department of Safety and Professional Services (Department).

An exception to this delegation is that our agency retains jurisdiction for plan review for all state-owned buildings, as well as projects for which the owner chooses to submit plans to our agency.

As a condition of the delegation, you are required to comply with the following:

- Submit to the department the fees specified in Wis. Admin. Code § SPS 302.31(1)(h) for all projects.
- Provide a monthly report, in an electronic-based format, to the Department for all projects.
- Apply the corresponding requirements in Wis. Admin. Code §§ SPS 361.60 (5)(d)-(h).
- Provide the Department with a copy of any revisions to the ordinance adopting this code.
- Notify the department, in writing, immediately of any personnel changes to plan review staff.
- Notify the Department, in writing, at least 30 days prior to the date upon which the appointed agent intends to relinquish the responsibilities assumed under this section.

The Department will periodically monitor municipalities and request activity reports to ensure that the delegated responsibilities are being properly fulfilled by the municipality. We do require that delegated municipal code officials hold the Wisconsin Commercial Building Inspector certification, or the Fire Detection, Prevention, and Suppression Inspector if applicable, and attend agency-approved continuing education to maintain their certification.

In accordance with 2017 Wisconsin Act 198, the Department will be implementing a five-year electronic renewal process. Please continue to monitor department correspondence as further details regarding this process are communicated.

If your municipality decides to relinquish jurisdiction, please follow the provisions of Wis. Admin. Code § SPS 361.60(2)(b)4 by providing the Department with a 30-day notice prior to the day upon which your municipality intends to relinquish jurisdiction.

I understand that the primary enforcement contact for your municipality, Otto Letzelter with SafeBuilt, has the proper license to do so.

If your municipality decides to perform fire suppression and fire alarm inspection services, in lieu of the Department, please contact Etta Strey, at etta.strey@wisconsin.gov.

The Division of Industry Services looks forward to working with you.

Sincerely,

A handwritten signature in blue ink that reads "Michael D. McNally Jr." in a cursive style.

Michael D. McNally Jr.
Section Chief, Fire Suppression and Fire Alarm Program

cc: Garry Krause, Bureau Director, Technical Services Bureau
Kati Vokovitch, SafeBuilt